

Clerical and Office Branch
Accounting, Clerical and Cashiering Group
Cashiering Series

TRANSIT COIN SORTER OPERATOR II

01/91

Summary

Under general supervision, is responsible for the operation of coin sorters, money counters and related equipment; and performs related duties as required.

Typical Duties

Supervises and participates in the operation of coin sorting and money counting equipment; prepares bank deposits of daily collections according to source; maintains records of daily collections and bank deposits; reviews and maintains inventory and location of money canisters; analyzes daily collections to identify and report discrepancies; provides toll collectors with change orders; picks up canisters from toll bridge collectors as required; performs maintenance and minor repairs to equipment and reports major malfunctions to supervisor.

Trains, assigns, reviews and evaluates the work of assigned personnel; assures that un-authorized personnel are not allowed in the money vault; enforces safe working practices and procedures.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and two years of experience in the handling of large amounts of money and bank deposits (experience in the operation of coin sorters and counters desirable); or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of the procedures used in handling large amounts of money; good knowledge of the preparation of bank deposits; good knowledge of U.S. and Mexican currency.

Ability to supervise, train and evaluate the work of assigned personnel; ability to make routine and accurate arithmetic computations; ability to maintain records, prepare reports and bank deposit forms; ability to establish and maintain effective working relationships with fellow employees; ability to meet schedules; ability to pass a rigid background investigation.

Physical Requirements: Continuous lifting and carrying of heavy objects weighing 50 - 100 pounds; standing for long periods of time; work is confined to an enclosed restricted area.

Must be bondable.

Director of Personnel

Department Head